



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: CARTOGRAPHY GEOGRAPHY SPEC (AL) (WORKING TITLE: GIS ANALYST/PROGRAM MANAGER)
POSITION NUMBER:	00052018
LOCATION:	INFORMATION TECHNOLOGY (IT) ATLANTA, GEORGIA
POSTING DATE:	MAY 27, 2015
APPLICATION DEADLINE:	JUNE 10, 2015
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	16
ENTRY SALARY:	COMMENSURATE WITH EDUCATION AND EXPERIENCE

DESCRIPTION OF DUTIES:

- SETTING PROJECT GOALS AND OBJECTIVES AND DEVELOPING GIS POLICIES AND PROCEDURES AND ENSURE THAT GIS DATA AND DATA PROCESSING PROCEDURES ADHERE TO STANDARDS, POLICIES, AND OTHER GUIDELINES, DESIGNING AND IMPLEMENTING ORGANIZATION-WIDE GIS STANDARDS.
- RECOMMENDING AND, WHERE APPROPRIATE, DEVELOPING GIS AND RELATED WORKING PROGRAMMERS.
- COORDINATING GIS-RELATED ACTIVITIES WITH IT OR IS, USER DEPARTMENTS AND LEADING GIS INITIATIVES WITH EXTERNAL ORGANIZATIONS.
- PLANNING, RECOMMENDING BUDGETS, AND IMPLEMENTING GIS PROJECTS AND APPLICATIONS.
- OBTAINING AND MANAGING NECESSARY GIS RESOURCES.
- WORK WITH GDA GEODATABASES IN AN ENTERPRISE SERVER ENVIRONMENT.
- REVIEWING EXISTING OR INCOMING DATA FOR CURRENCY, ACCURACY, USEFULNESS, QUALITY, OR COMPLETENESS OF DOCUMENTATION AND STRONG COMPETENCE IN DATA ANALYSIS AND DATA MINING.
- MANAGING, DESIGNING, AND IMPLEMENTING PRODUCTION STANDARDS AND PROCEDURES FOR DEVELOPMENT OF GIS DATABASES AND PRODUCTS AND PROMOTING THE USAGE OF APPROPRIATE TECHNOLOGY AND APPLICATION.
- WORK WITH MANAGERS TO PROVIDE GIS RELATED PRODUCTS TO FULFILL NEEDS OF NUMEROUS DISCIPLINES, DEPARTMENTS, AND CLIENTS.
- WORK WITH OTHER DEPARTMENTS TO DEFINE, COORDINATE AND IMPLEMENT PROJECT PLANS TO CONCLUSION AND COLLABORATE WITH OTHERS (PROJECT MANAGERS, OTHER ENGINEERS, DESIGNERS, ADMINISTRATION) TO LEARN HOW TO DEVISE BEST INFRASTRUCTURE SOLUTIONS.
- PROVIDING TECHNICAL EXPERTISE, USER TRAINING AND SUPPORT TO USERS INPUT, UPDATE AND MAINTAIN GIS DATABASES, INCLUDING BACKUPS AND ALSO MAINTAINING LINKAGES TO OTHER DATABASES.
- MONITORING PERFORMANCE AGAINST PLANS AND ESTABLISHING RESOLUTION ACTIONS FOR ANY VARIANCES FROM PLANS.
- DEVELOPING, MAINTAINING AND UPDATING DISCIPLINE SPECIFIC GIS DATABASES.
- MANIPULATING GIS DATA TO CREATE INFORMATION PRODUCTS TO MEET DISCIPLINE SPECIFIC NEEDS.
- DEVELOPING AND APPLYING GIS ANALYSIS SOLUTIONS TO MEET OTHER DISCIPLINE SPECIFIC NEEDS.
- SERVING AS THE GIS TECHNICAL LEAD AND POINT OF CONTACT ON DISCIPLINE SPECIFIC GIS AND RELATED MATTERS.
- PREPARING AND DELIVERING MAPS AND RELATED PRE-DEFINED PRODUCTS AND SERVICES WITHIN SCOPE, ON TIME, AND WITHIN BUDGET: SCANS AND DISTRIBUTES PLANNING, ZONING, AND RELATED PLANS, APPLICATIONS, DOCUMENTS, AND FILES; LINKS PARCEL INFORMATION TO SPATIAL DATABASES FOR INTEGRATION WITH GIS.
- MANAGING GIS COMMITTEES AT TECHNICAL AND MANAGEMENT LEVEL.
- PROVIDING TECHNICAL AND PROJECT MANAGEMENT SUPPORT.
- PROVIDING AN INTERFACE BETWEEN GIS STAFF AND CONSULTING PROFESSIONALS WORKING WITHIN THE ORGANIZATION.
- PREPARING GIS AND MANAGEMENT STATUS REPORTS.
- ADMINISTERING AND MANAGING ALL ASPECTS OF ENTERPRISE GIS INCLUDING DATA MODELING, CONVERSION, GIS APPLICATION DEVELOPMENT, SYSTEM INTEGRATION.
- ACTING AS LIAISON WITH RELATED EXTERNAL ORGANIZATIONS.
- SERVING ON PLANNING AND POLICY-MAKING COMMITTEES.
- COMMUNICATING TECHNICAL ASPECTS OF GIS DEVELOPMENT, USE AND APPLICATIONS TO NON-TECHNICAL CUSTOMERS.
- COORDINATING DATABASE DEVELOPMENT ACTIVITIES WITH DATABASE ADMINISTRATORS IN THE ORGANIZATIONS IT OR IS DEPARTMENT.
- IDENTIFYING, ANALYZING AND SOLVING SYSTEM PROBLEMS AND INTERPRETING WORK REQUESTS.

- CONSULTING WITH USERS TO IDENTIFY NEW DATA/SOFTWARE REQUIREMENTS.
- PREPARING PROJECT PLANS, AND DIRECTING VENDORS (CONSULTANTS) AND INTERNAL PROJECT TEAMS TO ACCOMPLISH PLAN TASKS IN ORDER TO MEET USER/ DATA/SOFTWARE REQUIREMENTS.
- UNDERTAKING DISCIPLINE SPECIFIC GIS USER NEEDS STUDIES.
- DESIGNING, DEVELOPING (IMPLEMENTING), CUSTOMIZING AND MAINTAINING (ENHANCING) THE DISCIPLINE SPECIFIC GIS.
- PROVIDING QUALITY CONTROL WITH REGARD TO DISCIPLINE SPECIFIC IN-HOUSE DATA CAPTURE (DATA CONVERSION), THE EVALUATION OF DATA ACQUIRED FROM OUTSIDE OF THE ORGANIZATION AND DATABASE CONSTRUCTION.
- COORDINATING PURCHASE OR CONTRACTING OF HARDWARE, SOFTWARE, SUPPLIES, OR MAINTENANCE SERVICES FOR THE GIS; MONITORS INVENTORY OF EQUIPMENT/SUPPLIES AND ENSURES AVAILABILITY OF ADEQUATE MATERIALS TO CONDUCT WORK ACTIVITIES; INITIATES ORDERS FOR NEW/REPLACEMENT MATERIALS FOR GIS DIVISION AND OTHER DEPARTMENTS USING GIS SYSTEMS.
- PREPARING, COMPLETING, AND/OR RECEIVING VARIOUS FORMS, REPORTS, CORRESPONDENCE, ANNUAL REPORTS, GRANT REPORTS, ATTENDANCE REPORTS, GRANT APPLICATIONS, PERFORMANCE APPRAISALS, TECHNICAL REPORTS, GRAPHS, PRESENTATIONS PRODUCTION REPORTS, SYSTEM FLOW CHARTS, GIS DATASETS, DATABASE RECORDS, TECHNICAL MANUALS, MAPS, POLICIES, PROCEDURES, MANUALS, REFERENCE MATERIALS, OR OTHER DOCUMENTATION; REVIEWS, COMPLETES, PROCESSES, FORWARDS OR RETAINS AS APPROPRIATE.
- OPERATING A COMPUTER TO ENTER, RETRIEVE, REVIEW OR MODIFY DATA; VERIFIES ACCURACY OF ENTERED DATA AND MAKES CORRECTIONS; UTILIZES WORD PROCESSING, SPREADSHEET, DATABASE, MAPPING, CARTOGRAPHY, GEOGRAPHICAL INFORMATION SYSTEM (GIS), WEB PAGE, INTERNET, EMAIL, OR OTHER COMPUTER PROGRAMS; PERFORMS BASIC MAINTENANCE OF COMPUTER SYSTEM AND OFFICE EQUIPMENT, SUCH AS BACKING UP DATA OR REPLACING PAPER, INK, OR TONER.
- ATTENDING VARIOUS MEETINGS, MAKES PRESENTATIONS AS APPROPRIATE, AND SERVES ON INTERDEPARTMENTAL AND INTERAGENCY COMMITTEES AS NEEDED.
- MAY SUPERVISE A STAFF OF GIS TECHNICIANS TO ENSURE PROGRESS TOWARDS COMPANY GIS GOALS AND OBJECTIVES ARE ACHIEVED ACCURATELY AND EFFICIENTLY.
- OTHER DUTIES AS ASSIGNED.

MINIMUM QUALIFICATIONS:

Completion of an undergraduate degree from an accredited college or university in geography, cartography, geology, forestry or a field closely related to specific position requirements as determined by hiring organization AND One year of experience in the area of assignment OR One year experience at the lower level or position equivalent.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- STRONG GIS SKILLS WITH TWO OR MORE GIS PACKAGES;
- EXTENSIVE EXPERIENCE IN MAP DATA AND NAVIGATION WITH A STRONG UNDERSTANDING OF ROUTING, GUIDANCE, GEOCODING AND MAP DISPLAY ENGINES;
- EXPERIENCE PROGRAMMING AND SCRIPTING WITH .NET, C++, JAVASCRIPT, FLEX, AND/OR SILVERLIGHT, IOS, ANDROID, HTML5;
- UNDERSTANDING OF MATH AND STATISTICAL ANALYSIS;
- STRONG SQL SERVER OR RELATED RDBMS SKILLS INCLUDING DEVELOPMENT SKILLS;
- EXCELLENT VERBAL / WRITTEN COMMUNICATION SKILLS;
- EXPERIENCE WITH DATA MODELS, INCLUDING GRID, RASTER, TIN, HIERARCHICAL, TOPOLOGICAL, VECTOR, NETWORK, AND OBJECT-ORIENTED;
- EXPERIENCE ASSISTING IN ANALYZING GIS RELATED WORKFLOWS AND THE ASSIGNING OR SCHEDULING OF WORK TO MEET PRIORITIES AND GOALS;
- EXPERIENCE EVALUATING GIS DEVELOPMENT AND APPLICATION DEVELOPMENT PROPOSALS AND ASSESSING THE FEASIBILITY OF PROJECTS;
- EXPERIENCE CREATING AND MAINTAINING (UPDATING AND ENHANCING) THE PROGRAMS THAT RUN THE APPLICATIONS TO SATISFY SPECIFIC USER NEEDS IN THE ORGANIZATION, TAKING FULL ADVANTAGE OF GIS PLATFORM FUNCTIONS AND APPLICATIONS;
- EXPERIENCE COORDINATING THE INSTALLATION AND TESTING OF APPLICATIONS PROGRAMS AND WRITING THE DOCUMENTATION THAT DESCRIBES THE OPERATING PROCEDURES FOR USING THEM;
- EXPERIENCE MAINTAINING AND MANAGING GIS SOFTWARE AND HARDWARE AND “TROUBLESHOOTING” PROBLEMS THAT OCCUR IN SOFTWARE AND HARDWARE;
- MICROSOFT TEAM FOUNDATION EXPERIENCE;
- EXPERIENCE WITH ETL, SSIS, SSRS;
- ABILITY TO THRIVE IN A FAST-PACED, HIGH-ENERGY WORK ENVIRONMENT AND ABLE TO WORK BOTH IN A TEAM AND INDEPENDENTLY AS REQUIRED;
- SELF-DRIVEN WITH THE ABILITY TO MANAGE ANALYSIS PROJECTS ACROSS DIVERSE TEAM SKILL SETS; AND
- ATTENTION TO DETAIL, DATA ACCURACY AND QUALITY OF OUTPUT AND RESEARCH AND IMPLEMENT DATABASE PROCESSES TO INTEGRATE COMPLEX GEOSPATIAL DATABASES FROM SOURCES.

HOW TO APPLY: (WE ACCEPT STATE APPLICATIONS BY EITHER TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.)

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit

http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.

All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**